

**U.S. IMMIGRATION AND CUSTOMS ENFORCEMENT
ENFORCEMENT AND REMOVAL OPERATIONS
ICE HEALTH SERVICE CORPS**

IHSC SERVICE REMAINING REQUIREMENTS

IHSC Directive: 01-08

ERO Directive Number: 11707.2

Federal Enterprise Architecture Number: 306-112-002b

Effective Date: 1 Oct 2016

**By Order of the Acting Assistant Director
CAPT Luzviminda Peredo-Berger, MD /s/**

- 1. PURPOSE:** The purpose of this issuance is to set forth the policies and procedures for the establishment of IHSC Service Remaining Requirement (SRR) obligations for U.S. Public Health Service (PHS) Commissioned Corps officers.
- 2. APPLICABILITY:** This directive applies to all PHS officers detailed to the U.S. Department of Homeland Security (DHS), Immigration and Customs Enforcement (ICE), Enforcement and Removal Operations (ERO), ICE Health Service Corps (IHSC) component.
- 3. AUTHORITIES AND REFERENCES:**
 - 3-1.** Memorandum of Agreement between the U.S. Department of Homeland Security and the U.S. Department of Health and Human Services U.S. Public Health Service signed and approved 23 Aug 2007.
 - 3-2.** Commissioned Corps Personnel Manual, CC23.5 Personnel Instruction 2: *Transfer and Reassignment of Commissioned Officers*, dated 21 Jun 2001.
 - 3-3.** Commissioned Corps Personnel Manual, CC22.2 Personnel Instruction 7: *Accession Bonus*, dated 4 Apr 1998.
 - 3-4.** Commissioned Corps Directive, CCD 151.05: *Health Professions Special Pays*, dated 17 Jan 2013.
 - 3-5.** Form PHS-7033: *Special Pay Contract - Accession Bonus*, Revised Feb 2006.
 - 3-6.** Commissioned Corps Instruction, CC361.01: *Leave of Absence; General*, dated 16 Feb 2012.
- 4. POLICY:** PHS officers accepting an initial assignment with IHSC incur a minimum 24-month commitment to the agency. Officers are eligible to transfer to another agency/OPDIV after 24 months. Officers requesting an internal transfer at the same IHSC location are eligible to transfer after 12 months, officers requesting an internal transfer to a new IHSC location are eligible to transfer after 18 months, and officers requesting relocation of their position are eligible to transfer after 24 months.

4-1. Applicable Service Remaining Requirement (SRR) Position Categories:

Type of Transfer	Eligible After:	Agency Commitment
External Transfer: Another Agency/OPDIV	24 months	-
Internal Transfer: Same IHSC Location	12 months	12 months
Internal Transfer: New IHSC Location	18 months	18 months
Internal Transfer: Position Relocation	24 months	24 months

4-2. SRR Scenarios and Commitments: The following scenarios apply to the various IHSC positions.

- a. **Acceptance of Initial IHSC Assignment:** PHS officers accepting an initial assignment with IHSC incur a minimum 24-month commitment to the agency. Officers are eligible to transfer to another agency/OPDIV after 24 months.
- b. **Internal Transfer: Same IHSC Location- IHSC Local Reassignment without PCS Move:** PHS officers applying for an internal transfer at the same IHSC location/facility are eligible to do so after 12 months. Once assigned to the new position, the officer will incur a 12-month commitment to that position, regardless of whether the 24-month agency commitment will be met in <12 months.
- c. **Internal Transfer: New IHSC Location - IHSC Reassignment with PCS Move:** PHS officers applying for an internal transfer to a new IHSC location/facility are eligible to do so after 18 months at their current location/facility. Once assigned to the new location/facility, the officer will incur an 18-month commitment to that location/facility.
- d. **Internal Transfer: Position Relocation- Officer Requested Position Relocation:** PHS officers requesting relocation of their current position to another IHSC location/facility are eligible to do so after 24 months with IHSC and 12 months in their current position. Once assigned to the new location/facility, the officer will incur a 24-month commitment to IHSC at that location/facility. The officer is eligible to apply for an internal transfer at the same IHSC location/facility after 12 months. The provisions outlined in 4-2, b. would apply.

4-3. Officer Requested Position Relocation: PHS officers may request to change their assigned position location.

- a. In order to be considered for a position relocation, the PHS officer must meet the following criteria prior to initiating the request:
 1. Officer in good standing, with no disciplinary action (s);
 2. Above average scoring on previous three COERs;

3. Ability to work independently, and
4. Maintains basic readiness
5. Officer cannot hold a clinical position (e.g., dental, nursing, pharmacy, medical officer).

- b. **First Line Supervisor and/or Unit Chief Responsibility:** The first line supervisor and/or Unit Chief must coordinate and generate a concurrence/non-concurrence memo and send the memo to the IHSC Personnel Unit (IPU) mailbox for routing to the appropriate Deputy Assistant Director (DAD) and Assistant Director (AD) for review and approval. If the first line supervisor and/or Unit Chief does not concur with the position relocation, justification for non-concurrence must be documented in the memo and submitted for consideration
- c. **Supervisor and Officer Responsibility:** The officer must initiate the discussion regarding position relocation with their first line supervisor and/or Unit Chief. Upon approval, it is the responsibility of the officer and the first line supervisor and/or Unit Chief to confirm available space and resources at the new location/facility.
- d. Final approval is at the discretion of the AD based on the criteria being met and the position's eligibility for relocation.

4-4. Agency Initiated Reassignment: PHS officers may be required to change their assigned duties or duty location (e.g., facility closure, consolidation). Attempts should be made to minimize any potentially negative consequences of those changes. The Health Operations Unit in coordination with IPU should assist the officer in finding a new IHSC assignment. If the officer chooses to stay within the agency, their SRR will be transferred to the new position/location. If a suitable assignment is not found and the officer chooses to seek an assignment outside of the agency, their SRR will be waived.

4-5. Health Professions Accession Bonus (AB): An AB may be authorized under this section to a qualified individual who is a graduate of an accredited school in a health profession and who holds a current, valid, and unrestricted license or certification as required by the appointment standards established by the Assistant Secretary for Health (ASH).

- a. The AB shall not exceed \$30,000 for each 12-month period of obligated service to the Commissioned Corps for a minimum of 3 or 4 years.
- b. The officer agrees to remain on active duty in the Public Health Service (PHS) Commissioned Corps for 48 consecutive months from the effective date of this contract or, if appointed as a nurse officer, remain on active duty for 36 or 48 consecutive months from the effective date of this contract.

- c. If the contract is terminated prior to the expiration date as a result of separation from active duty, the officer shall be required to repay a pro rata portion based on the unserved contract period. In addition, the officer and his/her dependents shall be divested of entitlements for travel and transportation allowances; shipment of household goods; and transfer of, use of, or payment for unused annual leave. Officers separating prior to the end of the contract shall have their commission terminated.

5. PROCEDURES:

- 5-1. **Development of SRR Agreements:** IPU will develop the SRR agreements for the PHS candidate's signature.
- 5-2. **SRR Agreement Content:** The agreement will include the following statements:
 - a. **Acceptance of Initial IHSC Assignment:** "I understand that if this request is approved, I will incur a Service Remaining Requirement of two years from date of assignment. I further understand that I will be ineligible to accept an assignment with any other agency/OPDIV if the report date falls within the SRR timeframe."
 - b. **IHSC Local Reassignment without PCS Move:** "I understand that if this request is approved, I will incur a Service Remaining Requirement of 12 months from date of assignment to the position. I further understand that I will be ineligible to accept another position within the agency or an assignment with any other agency/OPDIV if the report date falls within the SRR timeframe."
 - c. **IHSC Reassignment with PCS Move:** "I understand that if this request is approved, I will incur a Service Remaining Requirement of 18 months from date of assignment to the location/facility. I further understand that I will be ineligible to accept an assignment with any other agency/OPDIV if the report date falls within the SRR timeframe."
 - d. **Officer Requested Position Relocation:** "I understand that if this request is approved, I will incur a Service Remaining Requirement of 24 months from date of assignment to the location/facility. I further understand that I will be ineligible to accept an assignment with any other agency/OPDIV if the report date falls within the SRR timeframe."
- 5-3. **Signed SRR Agreement:** IPU must receive the signed SRR agreement prior to processing the PHS-1662 Form, *Request for Personnel Action – Commissioned Officer*. IPU must retain the SRR agreement in the officer's personnel file at headquarters, and a copy of the signed agreement should also be provided to the officer.
- 5-4. **IPU Validation of SRR Prior to Processing Orders:** IPU will review an officer's personnel file to ensure that no request for personnel action is

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submitted that contradicts an applicable SRR.

- 5-5. Exceptions:** Any circumstances (e.g., humanitarian, exceptional family member reassignment, hardship discharge) in which the officer cannot satisfy the terms of the SRR agreement must be documented and routed through the officer's chain of command, to IPU, and to the AD, for review and further action.
- 6. HISTORICAL NOTES:** This directive replaces the previous version of IHSC Directive: 01-08, *IHSC Service Remaining Requirements*, dated 12 February 2016. The following sections have been updated: 4. Policy; and 5. Procedures.
- 7. DEFINITIONS:** See definitions for this policy at [IHSC Glossary](#).
- 8. APPLICABLE STANDARDS:** N/A
- 9. PRIVACY AND RECORDKEEPING:** Records generated as described in this policy are maintained as provided in the General Personnel Records, System of Records, 77 Federal Register 73694 (December 11, 2012) and any other applicable systems.
- 10. NO PRIVATE RIGHT STATEMENT:** This directive is an internal policy statement of IHSC. It is not intended to, and does not create any rights, privileges, or benefits, substantive or procedural, enforceable against the United States; its departments, agencies, or other entities; its officers or employees; or any other person.